

TOT 8-2-2

Chief []

26 January 1956

Director of Training

Attachment of Junior Officer Trainee []

1. Effective 17 January 1956 JOT [] is attached to [] according to the agreement reached between [] and [] of JOTP. This attachment will be for a period of six to eight weeks, at the end of which time [] will rotate to another assignment.

2. [] is attached to [] to learn the procedures of the section in which she is detailed and to get the broad view that may be obtained in that Office of the activities of the DDP.

3. [] Time and Attendance Record will be kept by the JOT Office during the period of this attachment. Any leave requested by the Trainee must be worked out with the supervisor and final approval will be given by the C/JOTP. Overtime will be reimbursed for only if it has been authorized and approved by the C/JOTP prior to performance.

4. The Trainee is required to furnish the C/JOTP with a report at the end of the first and final months of her attachment. The report should cover the type of work she has been doing, the quality of the supervision she has been receiving, and the value of the experience. These reports must go through the supervisor's office prior to acceptance by the C/JOTP. A member of the JOT Program will consult with the supervisor from time to time on the progress and development of the JOT in this training situation.

5. This Office would appreciate a report on the performance of [] during this temporary attachment.

[]
MATTHEW BAIRD

OTR/MB:PEB:jw

25 Jan. 56

Orig & 1 - Addressee

✓ 1 - DTR

1 - JOTP

1 - Official File

1 - []